



October 14, 2013

**TO: Rick Seymour, Public Works Director**  
**FROM: Adam Jacobs, Operations Manager**  
**RE: EQUIPMENT MAINTENANCE AND HIGHWAY MONTHLY REPORT  
FOR SEPTEMBER 2013**

The following is an overview of the activities performed by Equipment Maintenance and Highway divisions in the Merrimack Public Works Department in September 2013:

**Equipment Maintenance Division**

- Completed 51 corrective maintenance repair orders and road service calls on Town vehicles, including:
  - Replaced ladder slides and aerial cables Fire Department Ladder #1
  - Completed body work, suspension work, and repainting of Highway unit H-1
  - Repaired loader bucket quick coupler, Highway unit H-16
  - Replaced starter and welded broken mower arm, Highway unit H-43
  - Replaced batteries and starter, Highway dump truck H-24
  - Replaced sprockets, bearings, and belt for Highway shoulder gravel spreader
  - Replaced and repaired several tires for Transfer Station tractor trailer
- Performed 54 preventive maintenance repair orders

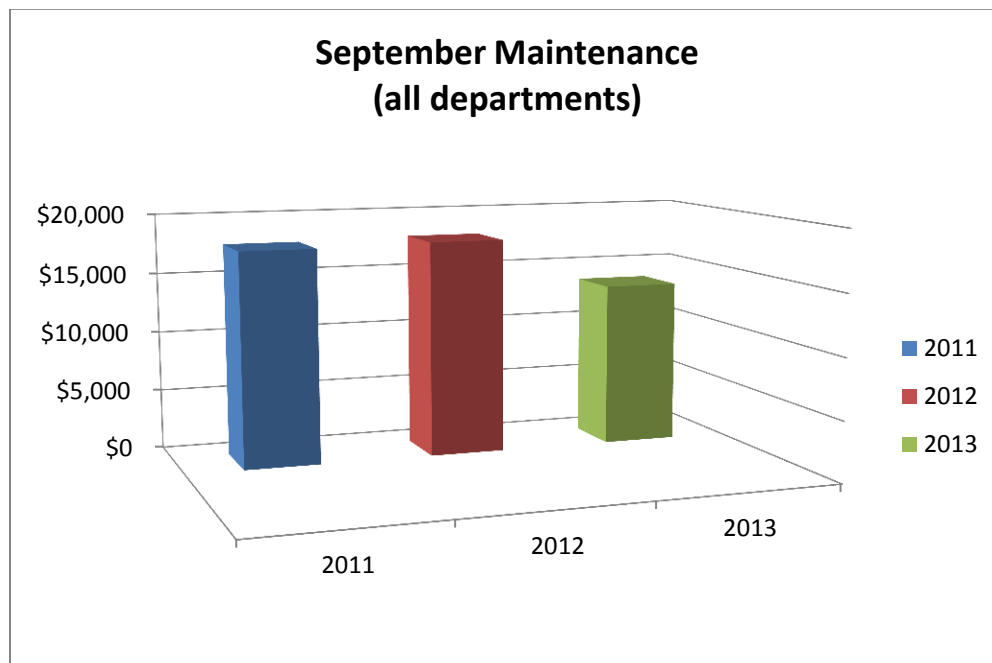
<i>Accomplished by</i>	<i># of WO</i>	<i>Average price per WO</i>	<i>Components</i>
<b>Town employees</b>	105	\$73	Parts only
<b>Outside vendors</b>	9	\$659	Parts & labor



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**Equipment Maintenance Division, cont.**

- Managed \$13,614 in equipment maintenance Town-wide



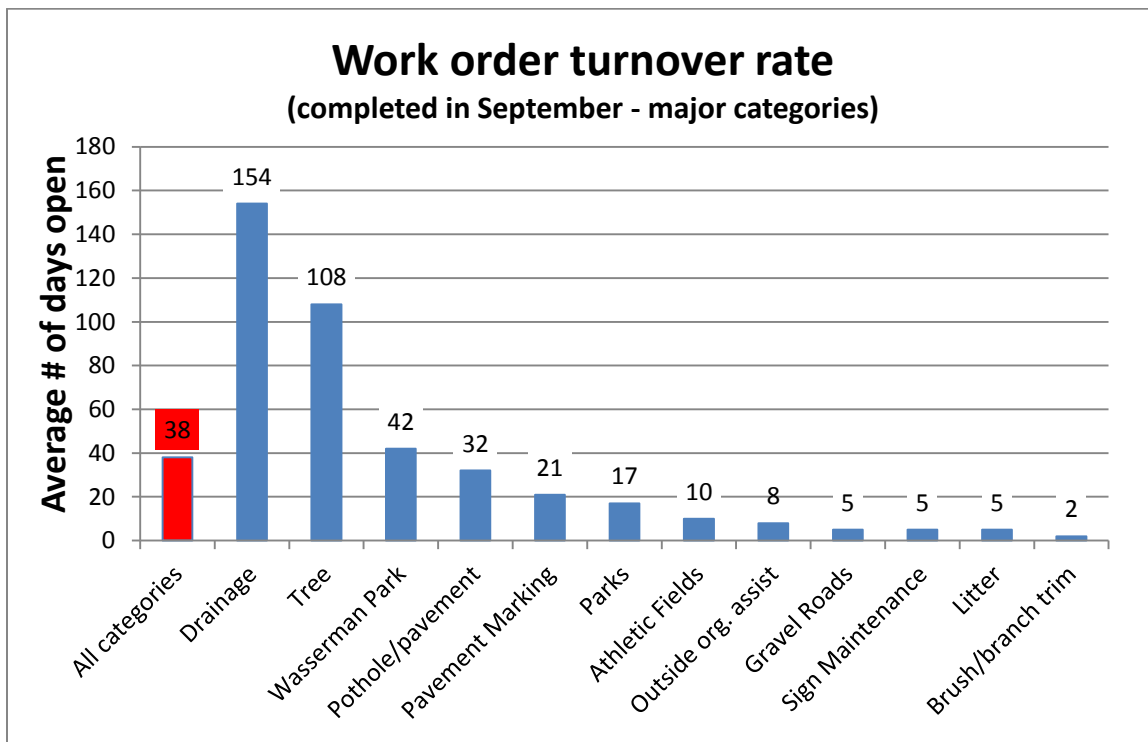


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## Highway and Parks Maintenance Division

### September highlights:

- Received and managed 105 work orders and service requests
  - Closed 63 work orders in September
    - 78% were open for less than 30 days
  - 50% of pothole requests were closed in less than 72 hours

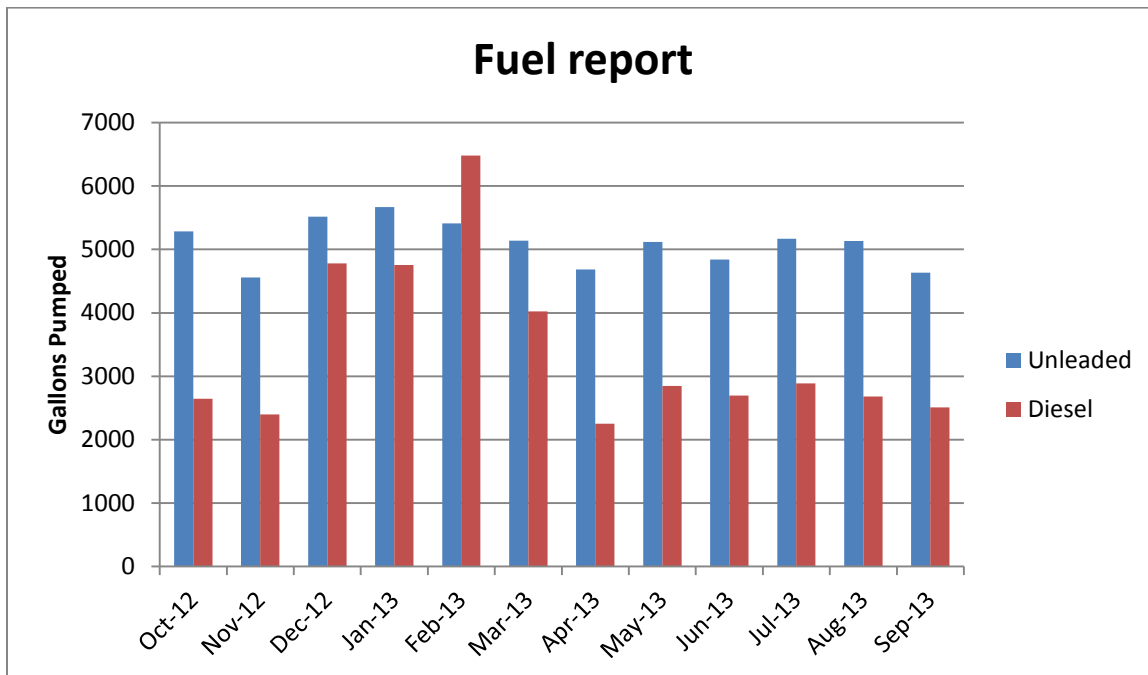


- Planned, set up, and restored from Fall Business Expo and Merrimack Rocks
- Continued installation of retro-reflective backplates to town-owned traffic signals in accordance with FHWA safety improvement program
- Continued pavement marking program to include traffic signal intersections, municipal lots, and school area crosswalks
- Performed drainage maintenance or repairs at the following locations:
  - Amherst Road
  - Bedford Road (Drainage Master Plan)
  - Beech Street (Drainage Master Plan)
  - Peaslee Road
  - Piedmont Avenue
  - Turkey Hill Road
  - Valleyview Drive
- Rebuilt section of failing roadway on Ministerial Drive



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- Delivered and planted London Plain trees at Watson Park near pavilion
- Removed section of railroad track and ties from Watson Park
- Placed shoulder gravel at all newly paved locations
- Graded all gravel roads
- Provided setup assistance for farmer's market each Wednesday
- Mowed ATV park track area
- Cleared underneath guardrail sections to promote drainage
- Provided traffic control and debris cleanup for contract hazard tree removal at several locations
- Placed electronic message trailer in support of PD drills at middle school
- Prepared area at South Fire Station for forestry vehicle covered storage
- Commenced decking and ramp construction for swap shop at Transfer Station
- Filled vacant Equipment Operator (George King) and Maintainer (Steve Cook) positions
- Held two meetings of Highway Garage Committee
- Training attended:
  - Snow plow rally
  - Primex chainsaw operation



Monthly report  
Equipment Maintenance & Highway Divisions